

Madison County Electoral Board

DRAFT Minutes of the Madison County Electoral Board (EB) Meeting 13 October 2021 – 6:00 p.m., 414 N. Main St., Madison VA

- **Meeting Attendees:** Mark Farmer, EB Chair; Margaret “Fred” Douglas, EB Vice-Chair; Lauren Eanes, General Registrar (GR); Jim Smith, Madison County Republican Committee Chair; and Kim Johnson-Smith, Election Official. Not in attendance: Susanna Spencer, EB Secretary – due to medical reasons.
- **Call to Order:** Chairman, Mark Farmer called the meeting to order at 6:24 p.m. (following the completion of the day’s training exercises).
- **Approval of Minutes:** The minutes and action items of 7 September 2021 were approved without changes.
- **Approval of Agenda for 13 October 2021:** Meeting attendees approved the agenda for 13 October 2021 with the addition of one item “Approval of New Election Officials” (see * below).
- **Review of the Day’s Training Exercises:** Meeting attendees noted that those who attended the training on 13 October appreciated the new hands-on training format. The EB will revisit the success of the training after the election.
- ***Approval of New Election Officials:** The addition of two new Republican Election Officials, Lisa and Donald Davis, was reviewed and approved.
- **Finalize Election Official Assignments for 2 November 2021:** The staffing for each precinct was reviewed. Several EOs had indicated that they could not work on the 2nd. Several other EOs, who failed to attend the required training, were replaced. The roster of new/revised assignments was updated by Lauren Eanes (subsequently distributed on 14 October 2021).
- **Review Canvass Dates:** Attendees reviewed and approved the following Canvass dates. (An announcement of the Canvassing events and the associated agendas were subsequently posted to the county website on 14 October 2021.)
 - Wednesday, 3 Nov 2021 at 10:00 a.m. – Precinct Results
 - Thursday, 4 Nov 2021 at 9:00 a.m. – Provisional Ballots
 - Friday, 5 Nov 2021 at Noon – Absentee Ballots, No ID Provisional Ballots (if any), and Certification of Results
- **Finalize Logistics and Plans for Election Day:** Attendees reviewed and approved the assignments for the days preceding the election. Precinct chiefs have selected their preferred equipment pickup times for 1 November 2021. The Covid plans for the precincts will continue to conform to state guidelines. The number of ballots to be distributed to each precinct remains as planned, and should be sufficient. Susanna Spencer or Fred Douglas will pick up radios. Lauren Eanes will arrange Election Day security with the Madison County Sheriff’s department (subsequently arranged on 14 October 2021). Mark Farmer will continue to interface with VDOT and attempt to resolve safety issues with their representative. Emergency and safety plans are complete and a copy is in each’s precinct’s folders.
- **Ensure Paperwork is Complete/In-Progress per Virginia Department of Elections Handbook:** Lauren Eanes reviewed each item and provided the status. In summary, all items are nearly complete and will be finished in accordance with the suggested timeline.
- **Review Action Items from 7 Sep 2021:** The action item from 7 Sep 2021 was reviewed and assessed as completed.
- **Revisit ELECT Advisories:** Due to the lateness of the day (after 2 training sessions and a meeting), this item was deferred to a future meeting.
- **Adjourn:** The meeting was adjourned by Mark Farmer at 7:02 pm.

DRAFT Prepared by: Margaret Douglas; Reviewed and Approved by: Mark Farmer